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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 2 July 1970

1. Personnel Affairs Branch Activities: During June 1970, 235 staff personnel were separated and processed out of the Agency as follows:

Retirees (including voluntary/ involuntary separations)	78
Resignations	128
INOP	24
Deaths	3
Summer employees	2

This required a special extra exit processing day to handle a large group of retirees whose last day on duty was 30 June.

During Fiscal Year 1970, 40 employees of the Agency died. This is the largest number of deaths in a year since 1966, when there were 46 deaths. Over the last 10 years the average number of deaths per year has been 36. Of the 40 deaths during FY 1970, 32 were Staff employees, six were Contract employees, and two were Foreign Nationals. A preliminary analysis by causes of death shows that there were 15 deaths from cancer, 14 from heart conditions, three from suicide, two accidental, and six from all other causes.

2. Suggestion Awards: Suggestion Program highlights for Fiscal Year 1970:

Suggestions and Inventions received	473
Eligible Suggestions	369
Adopted Suggestions	117
Adoption Rate	32%

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Average Cash Award	\$ 313
Tangible Savings (1st year only)	\$574,086
Combined Savings, 1st year tangible and intangible	\$716,086

25X1A

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3. Selection of Enlisted Men for Detail to the Agency:

4. Reserve Affairs: Mr. [REDACTED] Chief, Reserve Affairs Branch, 25X1A visited the U. S. Army Administration Center, St. Louis, Missouri on 22-23 June to discuss Army Reserve matters and to meet with newly assigned personnel who handle Reserve administrative actions for Agency Reservists.

5. Local Clerical Recruitment: Very recently we placed a non-Agency identified advertisement in The Washington Post and the Evening Star for part-time typists for [REDACTED] The results so far:

Total Calls Received	120
Interview Appointments Made	47
Interviews first three days	11

/s/ Robert S. Wattles

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